

**Western Virginia Workforce Development Board**

Executive Committee Meeting

June 9, 2021 – 9:00 AM

Virtual Meeting - Zoom

<https://zoom.us/j/93481919789?pwd=QUx0SEJUOFVVCYWlrTi9DK2d0VVNQUT09>

<b>Members</b>	<b>Present</b>
Casey Nicely	X
Karen Karney	X
Michael Gardner	X
Abby Hamilton	X

<b>Staff</b>	<b>Present</b>
Morgan Romeo	X
Leah Gibson	X

**Welcome**

Casey Nicely called the meeting to order at 9:02am.

**Review of Electronic Meeting Procedures**

Casey Nicely reviewed the electronic meeting procedures with those in attendance. The written procedure was shared on the screen.

**Public Comment**

There were no guests to make public comment.

**Consent Agenda**

Casey Nicely asked the group to review the minutes from the October 26, 2020, meeting.

**Executive Committee Action:** A motion was made by Karen Karney to approve the minutes as presented. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

<b>Members</b>	<b>Vote</b>
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

**Old Business**

Leah Gibson provided an update on the Work Experience and Incentive policies. Previously, the group reviewed these policies, that staff were revising due to guidance received through the Department of Labor (DOL) from the Internal Revenue Service (IRS). After that meeting, staff spoke further with Michael Gardner, state staff, and received additional technical assistance from the DOL. Currently, staff are editing and revising those policies to be compliant with the new guidance received and the updated policies will be presented to the Board at their next meeting.

Leah noted that Board staff had received final PY20 Equal Opportunity Monitoring Report from the Virginia Employment Commission (VEC) who completes this evaluation annually. The report was completed in April and had no findings or actions required. It did include some suggestions for upgrades to our website to ensure accessibility, which we are already implementing. Board staff have also been in conversations with staff at Roanoke City, our grant recipient, regarding a new process for the City staff to monitor the Board. The City department has many new employees and are working through what is required and what the process will look like moving forward. Updates on this process will be shared once Board staff have more information. Leah also shared that the Virginia Community College System (VCCS) is still working through completing the PY2019 monitoring report, for the year end June 30, 2020. As of right now, the PY2019 monitoring is pending and the PY2020 report has not been received, although Board staff have complied with all requests for documentation.

Leah also shared that Board staff received a conditional approval from the VCCS for our Local Plan, previously submitted. The plan was approved, noting a few small corrections, including specific language required, hyperlinks be fixed, and adding the number of days our Local Plan was out for public comment. Those corrections have been made and the updated Plan has been submitted to VCCS for final review.

**Director’s Report**

Casey Nicely requested a motion to request closed session pursuant to Virginia Code 2.2-3711 (A):

- (1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. And 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

**Executive Committee Action:** A motion was made by Karen Karney to move into closed session as stated above. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

Casey Nicely requested a motion to end closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

**Executive Committee Action:** A motion was made by Michael Gardner to exit closed session. The motion was seconded by Karen Karney. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

**Executive Committee Action:** A motion was made by Michael Gardner to delegate staff authority to review the proposals received from the Request for Proposals for the Virtual Technology for the WIOA Title I Youth program. The motion was seconded by Karen Karney. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

**Executive Committee Action:** A motion was made by Karen Karney to approve the proposed salary levels for the next fiscal year, including additional compensation discussed. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

Morgan Romeo asked all those in attendance to review the Premier Virtual contract that was included in the packet. This is an electronic service that we have used over the last year to provide virtual job fairs. The employer feedback has been very positive of this service, and Board staff would request that the Executive Committee approve the continuation of this contract for another year, total cost of \$15,300. The group discussed the renewal of the contract and the security of the system. Morgan also shared with the group that the VEC has been providing security guards at the Roanoke Center for the last year. As of next month, the state is giving funding to the local workforce boards to continue this service through 9/30/2021. Board staff will use the same company and the same staff as have been on-site through the VEC contract, for continuity. Morgan shared that we have on hand a Notice of Obligation from VCCS that has been signed by Roanoke City for this purpose. The Management Team at the Center will discuss whether they are willing to cost share this expense 10/1/2021 and after, to provide this service to the Center moving forward. Morgan also shared with the group the quote and pictures of the proposed furniture to be purchased for the Youth Space and the Program Manager’s new office at the Roanoke Center. The Executive Committee had already seen these documents via email but shared for final review and approval. The group discussed accessibility of the new furniture and space, to ensure all customers receive equal services.

**Executive Committee Action:** A motion was made by Michael Gardner to approve the sign the reviewed contracts and purchases. The motion was seconded by Abby Hamilton. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

Morgan Romeo updated the attendees with progress on the WIOA Title I Youth program since March, when the provider terminated their contract. She noted we have two full-time staff operating this program right now, and things have been moving smoothly and progress has been made over the last three months. Morgan shared with the group CFR 681.400, for review, regarding procurement of these services. The group discussed that the Board is now its' own fiscal agent and the benefits of running this program ourselves, as we have been with the Adult & Dislocated Worker programs for the last year. Morgan shared that if the Board approved, the Board would submit a written request to the CLEO to operate this program, and the CLEO would make a request to the City of Roanoke, as the grant recipient. The group expressed their support for this action and noted again the benefits of running programs directly from the Board staff.

Morgan also shared with the group that we continue to see a higher demand for the WIOA Title I Adult program than the Dislocated Worker program. Previously, the Board transferred \$75,000 of funds from the Dislocated Worker program to the Adult program, to meet this need. Board staff are proposing another transfer, of \$50,000, from the Dislocated Worker program to the Adult program. Michelle is managing her budget with participants, and the need continues to grow for the Adult program.

**Executive Committee Action:** A motion was made by Abby Hamilton to approve the request for a transfer of \$50,000 from the WIOA Title I Dislocated Worker program to the WIOA Title I Adult program. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

**New Business**

Morgan Romeo shared the FY2022 A-133 Audit Engagement Letter, on page 25 of the packet, with those in attendance. She noted that the cost for this service did increase slightly, which was expected. The group reviewed the letter.

**Executive Committee Action:** A motion was made by Michael Gardner to approve the Audit Engagement Letter as presented. The motion was seconded by Abby Hamilton. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

Morgan Romeo shared a spreadsheet of Training Program applications that have been received by Board staff to be added to the Eligible Training Provider List (ETPL), including programs from American National University and Dabney S. Lancaster Community College.

**Executive Committee Action:** A motion was made by Abby Hamilton to approve the training programs presented. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Yes

Morgan shared that the Segregation of Duties and Internal Controls Policy, developed when the Board submitted the request for a waiver to operate the WIOA Title I Adult and Dislocated Worker programs, is being reviewed and updated and will be brought to the next Board meeting for approval.

Morgan also shared that Board staff have updated the One Stop Operator contracts, currently in place, to renew these contracts for their final year. As the Board staff have not yet received final confirmation of funding from the United Way, which partially funds this contract, we have not been able to finalize the contracts, but anticipate the funding requested to be approved. Board staff are very happy with the One Stop Operator contracts and staff for that service and request the approval to move forward with this final 1-year extension.

**Executive Committee Action:** A motion was made by Karen Karney to approve the final 1-year extension of the One Stop Operator contracts. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Members	Vote
Casey Nicely	Yes
Karen Karney	Yes
Michael Gardner	Yes
Abby Hamilton	Abstained

**Other Business**

Abby Hamilton asked Board staff to ensure that we are taking all steps to ensure virtual security. Leah Gibson responded that we have a contractor in place to provide IT support to the Board and the Center and continue to implement all recommendations, as they are presented.

Morgan Romeo shared the Board meeting this month is now scheduled for June 17, 2021, at 9:00am, and will be held virtually.

**Adjournment**

Casey Nicely adjourned the meeting at 10:12am.